

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

APRIL 15, 2021

- 1. Call to Order.** The regular meeting of the Board of Directors of the Central Oregon Coast Fire & Rescue District was called to order by President Grady at 5:41 p.m. on Thursday, April 15, 2021.
- 2. Pledge of Allegiance.** President Grady led those present in the Pledge of Allegiance.
- 3. Roll Call.** Directors present were Reda Eckerman, Tim Grady, Peter Carlich, Dave Brooks, and Kevin Battles. A quorum was present.
- 4. Approval of Minutes.** It was moved by Mr. Brooks, seconded by Mr. Battles, to approve the minutes of the Board of Directors meeting of March 18, 2021 as presented; motion carried.
- 5. Citizen Participation.** No citizens were present; Mr. Grady explained the procedure for any members of the broadcast viewing audience to participate by contacting Information Station and their concerns would be addressed at the end of the meeting.
- 6. Staff Presentations.** Chief Mason reported there were 108 call for March and a total of 280 for the first quarter of this year. **Training.** Total annual hours of training to date is 1074.25 hours. Instructor I will finish this month and Firefighter II will finish next month. Academy graduation was on April 7th. **Maintenance.** Lt. Knudson had to leave because of an active call. **Administration.** Nothing at this time.
- 7. Volunteer Report.** President Rick Booth reported they are doing well and getting new recruits. The Academy graduation was held here with a small celebration because of the Covid restrictions; he wished they could have done more. A returning volunteer will be working out of Tidewater with her husband; she is an EMS and that means both can be answering calls. They are working toward getting more volunteers, and a video presentation is being worked on by Shi. We have paired up with Seal Rock and Saturday training will be starting again in a couple of weeks. Chief Mason added that he has 3 applications already, and 6 recruits from Newport, and may have to get another Academy started; this may end up going year around. Because of Covid, the original graduation date had been January 7, but they had to cut some classes just to get to April 7. Discussion of Covid numbers. Chief Mason commented that they have been helping with the community vaccines and when they started they were doing 250 per event and are now doing 300.
- 8. Finance Report.** Mr. Quick reported \$902,732 at the end of March. Taxes are running 7.9% above budget and we still have money coming in. The Tidewater payroll is \$7,950 for carpentry, plus payroll taxes. Improvements to date are \$77,780; \$175,000 was budgeted. This doesn't include the property purchase, which was a separate item. Mr. Brooks advised that he had received the refund check for \$3,800 from Websteel. Office supplies are 36.5% over budget, but medical supplies are down. Chief Mason advised that requirements will come down. He is contracting with Dr. Wisham to be the Medical Director; she doesn't charge a fee and she doesn't have as many requirements. Mr. Quick had prepared a resolution to remove the former Fire Chief as a signer on the bank accounts and to close a couple of accounts. Moved by Mr. Brooks, seconded by Mrs. Eckerman, to accept the financial report as presented; motion carried. Moved by Mr. Brooks, seconded by Mr. Battles, to pay the bills; motion carried.
- 9. Correspondence.** None written. Chief Mason said they are trying to arrange a meeting with volunteers and a cardiac arrest patient who wants to thank them in person.
- 10. Old Business.**

a. Tidewater update. Chief Mason reported on behalf of Erich Knudson that it was all “dried in” and the roof pieces should be there probably next week. The next phase will be the siding. Today he was framing in the office area; next step is getting electricity set up. Once that is done the sheetrock will go up, then floors, and it’s almost back to a secure state. They will probably move Engine 73 up there so water is available, probably by the next couple of weeks.

b. EF Recovery. Chief Mason said that training in the process had been completed last week and he presented a Resolution to complete the procedures. Mr. Grady read **Resolution #2021-5 A Resolution of the Board of Central Oregon Coast Fire and Rescue District Implementing a Cost Recovery Program for Fire Protection, Accident Scene Response and Traffic Safety for Emergency Response Incidents and All Related Services.** He was assured that recovery procedures would only apply to non-residents of the district. Moved by Mr. Battles, seconded by Mr. Carlich, to approve Resolution #2021-5; motion carried. At this time, Mr. Grady also read **Resolution #2021-6 A Resolution Authorizing Bank Account Signer Changes and Closing of Two District Bank Accounts.** These accounts are no longer being used at Oregon Coast Bank. Moved by Mr. Battles, seconded by Mr. Brooks, to approve Resolution #2021-6; motion carried.

c. Policy 1.1-1.9. Administrative Assistant Wendy Knudson advised the Board that there had been a couple of scrivener errors and an omission of a policy number, making the policy 1.1-1.8. Discussion followed and Mr. Grady thought that the title of the finance officer had been changed to Chief Financial Officer at an earlier date, and Mr. Quick added that the minimum amount for a capital asset had been altered from \$5,000 to \$10,000 single item purchase. Moved by Mrs. Eckerman that the Board approve Policy 1.1-1.8 with the minor scrivener changes and the change in assets from \$5,000 to \$10,000, seconded by Mr. Battles; motion carried. Title of District Treasurer was not changed.

11. New Business.

a. Budget Officer. Moved by Mr. Battles, seconded by Mr. Carlich, to appoint Chief Mason as Budget Officer; motion carried.

b. Budget Committee. Chief Mason presented a list of Budget Committee members with 4 current and 1 potential new member. Budget Committee Meeting will be May 20, 2021. Moved by Mr. Battles, seconded by Mr. Carlich, that Susan Swander be appointed to the Budget Committee; motion carried.

c. Policy 2.1-4.6. These were added to the Board packet for review to be considered at the next scheduled meeting.

d. Surplus of Items. Chief Mason provided a memo from him dated April 15, 2021 which detailed equipment which had been determined to be operational but no longer applicable for use by the District and should be declared surplus and either donated or sold. Moved by Mr. Brooks, seconded by Mrs. Eckerman, that the items as detailed by Chief Mason be declared surplus and disposed of as indicated by him in the memo; motion carried.

e. Serial Fund. Chief Mason asked that this be deferred to the Budget Committee meeting. Mr. Carlich asked about the status of the contract for Chief Mason; this was in the process of being completed and should be finished by Monday.

12. Chief’s Report. Chief Mason reported that the contract with Mackenzie has been finalized and they are up and running now. John Rowling has been working with the Port and they have been checking every week; the contractors are working on getting the Port finished and details on the boat house are still being worked on. It will be in the first row on the first slip. Chief Mason plans to continue to call the helo for backup. EF Recovery resolution has been adopted. The draft of the budget is ready to go, he is just working on getting the appropriate reference numbers in place. The military truck went to Salem on

Monday; it has been turned back in and going to a Fire District in southern Oregon. Surplus property is getting cleared out of the Connex and it is being moved to Tidewater. The City Hall move is about done; Erich met with a contractor on finding the leak. Chief Mason was informed today that the award date for the OSFM grant which he had applied for was changed from Friday until sometime in the future; they had received 148 requests for \$8 million. He doesn't have an award date yet for the ODF matching grant for nozzles and hose as it closes on Friday. The second quarter Staff Meeting with Seal Rock went well. The Oversight Board members need to do an IGA review, as it is hitting the one-year mark. It was determined that Mr. Grady and Mrs. Eckerman are the members. Back in October Chief Mason talked to FEMA about the ambulance. If it's sold and is less than 8 years old, the grant from FEMA has to be refunded. However, it can be traded with a like organization for a like vehicle. He is looking into a possible trade for a rescue from Depoe Bay and they had brought it down for the Board to look at. The ambulance is not being utilized now; there is no staffing for it and it is stocked with drugs which are not used. Discussion of the benefits of a rescue vehicle and the fact that not all personnel can drive the big trucks. He is not asking for a decision, just awareness. He is still doing data collection.

Tidewater. Lt. Knudsen had returned from the call and reported that the windows are in, the building is dried in, and he is getting bids from electricians. As soon as the trim comes in they will do painting. He also said that he has securely backed up the District files to the cloud.

13. President's Report. None.

14. Questions from the citizens and viewing audience. None.

15. Good of the Order. None

There being no further business to come before the Board the meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Approved:

Board Chair